



Library Assistant

Department: Library

Class Code: 1164

EEO Code: 26

FLSA: N

Effective: 15/03/1991

GENERAL STATEMENT OF DUTIES:

Under immediate supervision; performs work of routine difficulty in the circulation or technical processing department; performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

- Operates circulation desk in public area of library;
- Greets the public;
- Provides directional information;
- Checks out and returns materials;
- Registers patrons for library cards;
- Answers, screens and transfers telephone calls;
- Enters library records into data bases and updates;
- Collects and accounts for fines and fees;
- Notifies patrons of reserved or overdue materials in their name;
- Assembles and prepares periodicals for binding and contacts the binder;
- Sorts mail;
- Prepares shelf list cards and labels and performs final checks;
- Unpacks and checks in books;
- Shelves materials in proper order;
- Transfers books between departments;

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of office procedures. Skill in working with the public; operating office machines.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a high school diploma; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.